

STATE OF CALIFORNIA

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Date: November 8, 2002

LEAVE ACCOUNTING LETTER # 02-029
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager
Customer Support Section

Re: LEAVE ACTIVITY AND BALANCES REPORT (LAB) REVISION

Effective November 14, 2002, enhancements to the Leave Activity and Balances (LAB) report will be installed. These enhancements improve viewing capability on ViewDirect and provide a new LAB version that excludes the employees' Social Security Numbers (SSN).

The LAB's improved viewing capability allows data to display on one ViewDirect screen eliminating the need to move to the right to view additional data. As a result of these enhancements, the functions of "View ON/OFF" are no longer applicable to the LAB.

In order to provide this single screen viewing, the following changes were made:

- * The fields "PSN SEQ" (position sequence) and "SS CARRYOVER-DW" (state service days worked) were deleted.
- * The fields "SSN", "NAME", "CLASS/SERIAL" and "CBID" have been repositioned and will now display as "stacked" information to the left side of the report under the field name "EMPLOYEE INFORMATION".
- * The field "LEAVE BENEFIT", which previously displayed an abbreviated leave benefit name has been changed to "LB" and will now display the two character Leave Benefit ID. For example, "BREAVMNT" previously displayed for Bereavement Leave. On the new enhanced report, the ID of "BL" will display.

For reasons of confidentiality, departments have expressed the need for a LAB report which does not include SSN's. A new version of the LAB (LASPD906C) has been created to meet this need and will be accessible via ViewDirect. However, only the LAB with SSN

(LASPD904C) will continue to be printed and distributed by the State Controller's Office.

Reminder: Please use the Decentralized Calendar to determine the date the LAB will be generated. Although the LAB is usually scheduled on the 11th work day whenever possible, there will be months when it must be scheduled on another day. For example, the LAB report reflecting October activity is scheduled to run on November 14, the 10th work day. It will be available for viewing/printing via ViewDirect on November 15.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

RH:dm